

MADERA COUNTY  
ASSISTANT ADMINISTRATIVE OFFICER

DEFINITION

Under administrative direction; to plan, direct, manage, and oversee the functions, operations and programs for major on-going components of the County Administrative Office, including purchasing, employee benefits, central services, and budget management; to assume responsibility for the review and budgetary recommendations and oversight for an assigned group of County departments; to prepare reports and analyses and make presentations on a variety of topics; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, professional, technical and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Reviews, makes recommendation, and assists with budget recommendations and control for an assigned group of County departments; projects revenue estimates for budgetary purposes; conducts revenue analysis; plans, directs, manages, and oversees the functions, operations, and programs for major on-going components of the County Administrative Office, such as: to administer County sponsored employee benefit programs; to serve as County purchasing agent with responsibility for procurement of supplies, services, and equipment, the preparation of bid packages, proposal requests, and purchasing specifications and the review and authorization of purchasing requisitions; to oversee central services such as the central garage and communications; reviews grant development and administration; performs complex analytical studies; analyzes legislation; makes presentations to the Board of Supervisors and various commissions and committees; selects, directs, supervises, trains, and evaluates assigned staff; represents the County of Madera to the public, community organizations, and other government agencies; assists the Chief Assistant Administrative Officer with special projects; responds to public inquiries and complaints.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Functions, organization, and programs of local government agencies.

Operational characteristics and functions of a major component of County administration, such as purchasing, employee benefits, central services, and/or budget management.

Principles and procedures of grant proposal preparation and grant administration.

Organization of County government and functions of each department.

Principles of contract and project management.

Knowledge of: (continued)

Principles and techniques of management and program administration.  
Principles and practices of supervision, training, and performance evaluation.  
Pertinent Federal, State, and local laws, codes, and regulations.  
Principles of governmental budgeting, including: development, preparation, and expenditure control.  
Organizational and management practices as applies to the analysis, evaluation, development, and implementation of programs, policies, and procedures.  
Research and reporting methods, techniques and procedures.  
Sources of information related to a broad range of programs, services, and administration.  
Modern office practices, methods, and equipment including computer software and hardware.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Plan, direct, manage, and oversee the programs, functions, and operations of a major component of County government, such as purchasing, central services, and/or employee benefits.  
Supervise, train, and evaluate the work of assigned staff.  
Perform responsible and difficult analytical and administrative work involving the use of independent judgement and personal initiative.  
Interpret and apply policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Review, make recommendations, and assist with the budget preparation and administration for an assigned group of County departments, which includes responsibility for individual budget oversight.  
Analyze, interpret, summarize, and present administrative and technical information and data in a effective manner.  
Evaluate and develop improvements in operations, procedures, policies, or methods.  
Prepare grant proposals and administer grant programs.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations both orally and in writing.  
Effectively represent the programs, operations, and functions of the County to the public, community organizations, and other government agencies.  
Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Five years of increasingly responsible administrative and analytical experience in a government jurisdiction, including some supervisory or management experience.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public administration, business management, finance administration, or related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license issued by the State Department of Motor Vehicles.

Special Requirements:

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

Effective Date:           October, 2000.